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30 APR 1958

MEMORANDUM FOR: Director of Personnel

SUBJECT: Report on Career Planning - Career Preference Outlines

1. In accordance with your request of 2 April 1958, an informal survey has been conducted of Career Planning activities within the various Career Services to determine:

- a. Statistical information on career plans prepared
- b. Means used in Career Planning
- c. Reactions to and compliance with [REDACTED]
- d. Recommendations for changes in the program.

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2. Inasmuch as centralized statistical information on Career Plans prepared is not available, and career plans are not uniformly sent to the files, the following statistics are submitted only as approximations of progress made. Some are estimates by the Career Services concerned:

	Career Service	Plans Prepared	Comment
a. <u>DDS</u>	Training	100%	All grade levels covered
	Comptroller	100% - GS-13 50% - GS-14	
	Logistics	44% - GS-11-12	
	Communications	100% -	Using Form 780 -(Tab A)
	Security	100% - GS-11-12	Uses Form 202 instead
	Personnel	Few	
b. <u>DDP</u>	Clandestine Services	[REDACTED] approved [REDACTED] pending	25X9A2
c. <u>DDI</u>	[REDACTED]	90% all grade level	
	OOC (OC)	80% 7's + above	
	FDD (OD)	75% all grade levels	
	OCR (C)	80% " " "	
	ORR (IR)	90% all grade w/emphasis on 11 & 12's	
	OBI (IB)	90% 11's & 12's	
	OSI (IS)	91% all grade level	
	OBI (IC)	18% all grade w/emphasis on 11's & 12's	

3. Information on career planning activities received informally from the Career Services may be summarized as follows:

- a. DDS Career Services - Career Planning is being done by most Services, but services doing the most have developed their own programs (e.g. Commo - Logistics) and do not necessarily follow the Regulation or use the prescribed Career Preference Outline. Most are more interested in developing career employees for their own Service rather than identifying people adaptable for develop-

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ment through assignments also in other Services. Career Management Officers do not always participate actively in the process of preparing and approving career plans. Most DDS Services favor the continuance of Career Planning.

- b. DDI Career Services - Consensus is that the program is of little value. The OSI Career Board, for example, recommends discontinuance of the preparation of Career Preference Outlines and the substitution therefor of career planning data in the Fitness Report. In general, it is felt that the planning for rotation, training, reassignment, etc., is already covered adequately in regulations other than [REDACTED] DDI Services 25X1A ask only personnel eligible for Career Staff Membership to complete Career Preference Outlines.
- c. Clandestine Services Career Service - The Clandestine Services Career Management Officer prefers to withhold comment on the value of the program until such time as past practice can be evaluated and future objectives determined.

4. Tab B outlines in detail information on Career Planning activities in the DDS Career Services.

5. The various Career Services contributing information to this report have been assured that such comments do not constitute an official position in connection with reports on Career Planning activities to their respective Deputy Directors or to the Career Council.

[REDACTED]
Chief, Personnel Operations Division

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Attachments: Tabs A, B

Distribution: Original & 1 - Addressee
1 - DDS
2 - C/POD

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